



VILLAGE OF KEY BISCAYNE

Department of Building, Zoning and Planning

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Mission Statement: "TO PROVIDE A SAFE, QUALITY ENVIRONMENT FOR ALL ISLANDERS THROUGH RESPONSIBLE GOVERNMENT"

SPECIAL EVENT APPLICATION AND FEE SHEET

(Special Event Approval Provisions from Village of Key Biscayne Code Ch. 17-5; Fee Schedule from Miami-Dade County Code)

A Special Event Permit is required for any event that takes place on public or private property. The Special Event application form must be completed and submitted not less than twenty (20) days in advance of the event. A Special Event may not be held unless it has been approved by the Village Manager pursuant to the procedures set forth below and in the attached application.

REQUIREMENTS:

1. Completed application and non-refundable permit fee pursuant to the attached fee schedule. The MINIMUM FEE FOR A SPECIAL EVENT PERMIT IS \$41.00.
2. Certificate of Insurance.
3. Site plan of the event showing all temporary installations in relation to the surroundings. The site plan must show a detailed diagram of the event including the location of concession booths, portable toilets, dumpsters, public, emergency and accessible routes, parking, banners and signs, tents, location of stages, entertainment and orientation of loudspeakers, locations for electricity and water, and other relevant information.
4. If your Special Event includes construction, electrical, plumbing or mechanical work, then the work must receive a final inspection prior to the commencement of the Special Event. If the inspection must be completed after 3:00 p.m. Monday through Friday, over a weekend, or on a National Holiday, then the cost of each inspection will be \$90.00 per hour per inspector which offsets time and half pay and the cost of benefits for the inspector and door to door travel time. As this will require a minimum of three hours per inspector, assume the total cost per inspector to be a minimum of \$270.00. Please note that the specific contractor for the applicable inspection must be on-site at time of inspection. If not, the permit will be cancelled.

The person in charge of the event must be present at the event and remain at the location for the entire duration of the event.

FEE SCHEDULE: Unusual Uses, Special Permits, Business and Industrial Use Variance

DESCRIPTION	ORIGINAL FEE	ANN. RENEWAL FEE
All unusual uses, except the following	\$210.00	\$210.00
Churches	None	None
Airport, commercial dump permits, racetracks, stadiums	\$420.00	\$160.00
Cabaret, nightclub, liquor or package store	\$265.00	\$265.00
Rock quarries, lake excavations and/or filling thereof	\$315.00	\$160.00
Circus or Carnival (per week)	\$185.00	\$185.00
Open lot uses	\$125.00	\$105.00
Land clearing, subsoil preparation	\$110.00	\$125.00



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SPECIAL EVENT PERMIT APPLICATION (Page 1 of 2)

Application Date: _____

Permit No: SE _____

Fee Charged: _____

Check No. _____

EVENT DESCRIPTION:

Title of Event: _____

Date of Event: _____

Event Location: _____ (Attach Site Diagram)

Description: _____

Event Hours: _____ Set-up: _____ Breakdown: _____

Estimated Attendance: _____ /per day

Sponsors: _____

Producing Organization/Entity: _____

Contact Person: _____ Phone: _____

APPLICANT INFORMATION:

Signature: _____

Name (Please Print): _____

Mailing Address: _____

Phone: _____ Fax: _____

Cellular/Pager: _____

**A Special Event Fee must be submitted with this application
(Any Fire Rescue fees must be paid separately)**



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SPECIAL EVENT PERMIT APPLICATION (Page 2 of 2)

VILLAGE DEPARTMENT APPROVALS:

Application Date: _____

Event Date: _____

Title of Event: _____

Event Location: _____

DEPARTMENT	APPROVED	REJECTED	DATE
Building			
Electrical			
Mechanical			
Plumbing			
Sea Turtle/Lighting*			
BZP Director			
Public Works			
Recreation			
Police			
Fire Rescue			
Village Manager			

* Applies to beachfront permits during sea turtle season from May 1 – October 31

Applicant has received a copy the Village of Key Biscayne Noise Ordinance _____
(Applicant initials)